

Date:

Account #:

QUARTER ENDED: / /

NUMBER OF EMPLOYEES:

1st MONTH _____

2nd MONTH _____

3rd MONTH _____

MISSING EMPLOYMENT DATA ON
DE 6 QUARTERLY WAGE REPORT

The number of employees was missing from Line A of the DE 6 Quarterly Wage Report that was submitted for last quarter. Please remember to report employment data for each of the three months of the quarter on future DE 6s, and that the:

*Number of employees **is defined as:***

- a count of all full-time and part-time workers who worked during or received pay (subject to Unemployment Insurance) for the payroll period which includes the 12th day of the month.

*Number of employees **is not:***

- monthly wages
- end of quarter count of employees
- a wage record count
- a count of paychecks issued
- a count of available employees

Please use the space in the upper right hand corner to report the number of employees for the referenced quarter and return this letter in the enclosed envelope within 10 days.

For the reference period in any month, a proper employment count is facilitated by ensuring that any worker's social security number is counted only once. If you have no employees for the pay period containing the 12th day of a given month, then enter zero. Also, verify the account number that appears on this letter. Should you have any questions, call us at (916) 262-1856 or write to us at the address listed below. Thank you for your cooperation.

Labor Market Information Division
Employment Development Department

Enclosure: return envelope